

# HUMAN RESOURCES ASSISTANT

## JOB DETAILS

DIVISION Business Support	TEAM: Juba
LOCATION: Juba, South Sudan	CONTRACT TYPE: Fixed Term
GRADE: E	JOB FAMILY: Business Support
SALARY: Choose an item. As per Oxfam's salary scale	HOURS: 40 Hours per week
TEAM PURPOSE: To work with others to overcome poverty and suffering.	
JOB PURPOSE: To provide effective HR support to the programme and support services	
POST HOLDER REPORTS TO	Roving HR Officer
JOBS REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	None
<p><b>KEY RESPONSABILITIES:</b></p> <p><b>Recruitment and Onboarding</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to recruiting managers, including compiling hand-delivered applications and coordinating with recruitment teams on longlist and shortlist trackers.</li> <li>• Work closely with HR Officers and line managers to organise and schedule interviews.</li> <li>• Ensure proper filing of recruitment documentation upon completion of recruitment processes.</li> <li>• Support the onboarding of new employees.</li> <li>• Coordinate and schedule induction sessions for new joiners, ensuring they are conducted in a timely manner.</li> <li>• Ensure induction checklists are completed, signed, and accurately filed in personnel files.</li> <li>• Work closely with the HR Officer to ensure all new staff receive Oxfam ID cards on their first day of work and maintain the ID card inventory.</li> </ul> <p><b>HR Files and Archives</b></p>	

- Ensure timely, accurate, and complete filing of documents in staff personnel files in line with HR requirements.
- Maintain all other HR files and archives to a high standard, ensuring confidentiality and accessibility.

### **OXFAM Medical Plan Administration**

- Verify the accuracy of staff medical payments before submission to the HR Manager for final approval.
- Process medical expense claims, refer any discrepancies or anomalies to the HR Officer, and ensure timely payment to medical service providers.
- Assist the HR Officer with data entry of medical claims into the GOLD system.
- Monitor individual medical claim expenditures and notify the HR Officer when staff approach or reach their maximum medical limits.

### **Leave Administration (Leave/R&R/TOIL/Absence from work due to illness and other leave)**

- Manage national and international staff leave tracking systems for Juba, ensuring records are accurate and up to date.
- Ensure leave forms are completed, approved, and filed in a timely and accurate manner.

### **Performance Management**

- Ensure timely and accurate filing of staff objectives, performance reviews, development plans, and performance improvement plans where required.
- Support the HR Officer in collecting performance objectives and reviews and sharing performance reports with the Country HR Team as needed.
- Assist in collecting and analysing performance data to identify trends and share findings with the Senior HR Officer.
- Support the resolution of performance-related issues and implementation of improvement plans upon request.
- Maintain strict confidentiality and compliance with internal HR policies and donor standards.

### **Casual Labour Contracting**

- Manage the processing of casual labour contracts.
- Ensure all required documentation is correctly completed and filed by Programme Staff in compliance with Oxfam GB policies.

## General Support

- Support the preparation of HR correspondence, including letters, contracts, and contract amendments as required.

## PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY** and **EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

## EXPERIENCE, KNOWLEDGE & COMPETENCIES

### ESSENTIAL

- **Self-Awareness**
- **Humility**
- **Listening**
- **Influencing**
- **Relationship building**

### In addition:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Atleast 2 years of experience in HR or related field. This experience should include HR related roles within the preferably humanitarian or development sector, at either national or international levels.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Understanding of and experience with the complexities of working in a multicultural environment
- Flexibility & adaptability and ability to plan, organise and prioritise work, together with the ability to remain calm under pressure often in difficult circumstances and not lose sight of strategic priorities.
- Proficiency in English language
- Good computer skills, including MS Office Suite (Word, Excel, PowerPoint) and HRIS.

### Desirable

- Experienced in working across multiple HR projects – recruitment, onboarding, Contracts Administration
- Familiarity with local laws and regulations affecting non-profit operations in South Sudan

**SAFER RECRUITMENT:** Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

